



**BEGINNING JULY 5, 2011:**

**COMPLETENESS MEETINGS ARE  
REQUIRED FOR NEW SINGLE FAMILY  
RESIDENTIAL PERMIT APPLICATIONS  
PRIOR TO SUBMITTAL**

We have determined that incomplete permit applications are increasing plan review times, which impacts both the applicant and the City. In an effort to improve customer service and reduce the overall time it takes to review your permit application, the City is initiating a 90-day pilot program requiring completeness meetings. These 20 minute meetings will ensure that your submittal documents are complete and accurate allowing the City to review your permit application more efficiently.

**Completeness meetings can be scheduled for  
Tuesdays and Fridays  
between 8:00am and 10:00am.**

Please contact Steve Lybeck at 425-587-3607  
or e-mail [Slybeck@kirklandwa.gov](mailto:Slybeck@kirklandwa.gov)  
at least 24 hours in advance to schedule  
your completeness meeting.